

ELECTRICITY OVERSIGHT BOARD

CLASSIFICATION: Legal Analyst

SALARY: \$3,589-\$4,363

TENURE/TIME BASE: Permanent/Full Time

LOCATION: California Electricity Oversight Board
770 "L" Street, Suite 1250
Sacramento, California

FINAL FILING DATE: Until filled

The California Electricity Oversight Board (Board) is seeking to employ an individual to serve as a Legal Analyst.

DUTIES/RESPONSIBILITIES: Independently conducts daily reviews and screening of voluminous utility tariff filings, protests, complaints and interventions, and other pleadings filed at the Federal Energy Regulatory Commission and the Federal Courts of Appeal, and evaluates them based on the likelihood and potential significance of effects on California consumers from the matters at issue. Provides research and analysis to support the Board's litigation in those venues. Identifies those federal pleadings that, in the judgment of the incumbent, have a significant enough legal merit and matter in controversy to warrant the Board's participation in the litigation. Reviews decisions of the Federal Energy Regulatory Commission and prepares summaries of the legal effects of these decisions. Utilizes federal electronic document access system (FERC RIMS), Federal Statute (predominantly the Federal Power Act) and regulations, compiled decisions of the FERC and compiled utility tariffs. Drafts summaries of utility filings and regulatory orders. Prepares minutes of actions by the Board.

Manages tracking of regulatory and judicial proceedings. Prepares legal documents, such as procedural histories, tables of authorities and pleading summaries, in compliance with court and/or government agency standards that require specialized knowledge but are not required to be prepared by an attorney. Conducts basic legal research (electronic and library). Performs legal citation checking/verification. Assembles complex exhibits and reports. Carries out service of pleadings on party litigants in conformance with legal requirements. Analyses pleadings by content and subject for cataloging and filing. Drafts research memoranda and other analytic documents or applicable sections thereof, on matters within the responsibility of the legal office that do not require preparation by an attorney.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve problems.
- Ability to analyze written and statistical data and draw logical conclusions.
- Excellent communication skills.
- Strong analytical, inter-personal and computer skills;
- Good organizational skills and ability to work well under pressure and in a team environment and meet multiple deadlines. Work well under pressure.

WHO SHOULD APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement or SROA/Surplus eligibility. **Applicant must clearly indicate basis of their eligibility, including SROA, surplus, reemployment status, or list eligibility in Box #1 on the State Application.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

NOTE: Interested individuals, including list eligible, must submit the application to be received by the final filing date in order to be considered for this position.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Ms. Sharon Howell, Personnel Analyst
Electricity Oversight Board
770 "L" Street, Suite 1250
Sacramento, CA 95814

For additional information, please call (916) 322-8601, CALNET 453-8601.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD